

Matoaka Elementary PTA Board Meeting

Monday, August 29, 2016

Attendees: Karen Talley, Katherine Klarenbach, Kelly Hafl, Alisa Smith, Nicole Krug, Becca Bruhl, Lindsay Ward, Katie Winckler, Francie Teer, Ally Younica, Tricia Royle, Andy Jacobs, Amanda Gada, Jamie Ibrahim, Heather Congrove, Stephanie Trogdon, Julie Holstrom, Tracey Reed, Dana Kalian, Dana Hess, Robin Williams, Michelle Alexander, Robin Bennett, Mrs. Smethurst

- I. Call to Order - 6:52 pm by Karen Talley
- II. Quorum/Sign In - Revised Board List will be emailed tomorrow. Please check for errors.
- III. Welcome and Introductions
- IV. President's Report
 - a. Open Positions that still need to be filled include: Carnival Chair, Shopping Programs, Membership, Advocacy, Volunteer Coordinator
 - b. Matoaka Dads - Mr. Spence needs some help in the wedge with a tortoise area and a dog kennel
 - c. Binders are kept for each committee. These should be updated and include notes, bylaws, budget, board list and your plan of work
 - d. Upcoming dates:
 - i. Open House - Thursday, September 1st 4:00 - 6:00 pm
 - ii. Boo-hoo Yahoo Breakfast - Tuesday, September 6th 9:20 am
 - iii. Ice Cream Social/General Membership Meeting - Thursday, September 15th 6:30 pm
 - iv. Walkathon - Friday, October 14th
 - v. Breakfast with Dad - Friday, October 21st
 - vi. Treats for Troops - October 31st-November 4th
 - vii. Healthy Lifestyles Week - November 1st - 4th
 - viii. Family Fun Night - (tentative) November 4th - Zumba and/or Yoga
 - e. All Board Members must be PTA members
 - f. Flyers must be preapproved by Karen Talley (President) and Mr. Jacobs
 - g. Contact Tryna Fitzpatrick with updates for website and social media
- V. Vice President Fundraising Report - Katherine Klarenbach
 - a. Sign up for shopping programs (Amazon) to earn money for the school while you are shopping
 - b. Still looking for Chair persons for Shopping program, Carnival
 - c. Walkathon is coming soon and work has begun on this important fundraiser
- VI. Vice President Programs Report - Ally Younica
 - a. Thanks for everyone's effort over the summer and for the Hospitality Luncheon last week

- b. Binders are available for those board members that have not received them yet
- VII. Treasurer's Report - Stephanie Trogon
- a. Financial procedures document was reviewed and is attached. Reviewed the procedure for submitting forms. Extra forms are available in the PTA cabinet when needed.
 - b. Check request forms must have a receipt! Petty cash and tax exempt forms are also available in the cabinet. Please let Stephanie know if you leave a form for her in her folder
 - c. Keep track of your budget!
 - d. Treasurer's report will have slightly different look. Now Landscape view and Yearbook budget will be shifted for following year since payment was typically over the summer.
 - e. Working budget was reviewed and is attached
 - l. Administrative expenses will be added in order to accommodate the startup expenses that are needed year to year. \$2,000 was the amount recommended by National PTA. These funds will be used for insurance and other expenses that occur over the summer
 - f. Budget will be approved at the General Membership Meeting in September
 - g. Reviewed school gift to pay for T-shirts for teachers and staff, new laminator for the school (\$2000), \$50 per teacher for educational supplies (\$2400 total)
 - h. Chesapeake Experience - \$2000 each for 3rd and 5th grades for this, \$800 each for KG, 1st, 2nd, 4th
- VIII. Secretary's Report - Julie Holstrom - Please submit a copy upon request of any report that you share at meetings
- IX. Principal's Report - Andy Jacobs
- a. Thanks to Robin and last year's PTA for their efforts
 - b. 10th year of MES - would like ideas on how to celebrate the school's Anniversary
 - c. Interim Superintendent for WJCC is Olwen Herron. New superintendent will be selected within 180 days
 - d. Many new teachers this year and some rearranging of teachers among grade levels. They bring lots of positive energy and great new ideas!
 - e. Enrollment currently at 744 students, up about 25
 - f. An additional 3rd grade teacher may be added
- X. Committee Reports
- a. Box Tops (Alisa Smith)
 - 1. Envelopes are going out to teachers - 3 collection dates, October 12, February 15, May 31
 - 2. Prizes will be given to classes and teachers.
 - b. Merchandise (Katie Winckler/Amanda Gada)
 - 1. Initial order was placed to restock
 - 2. Table will be set up for Open House and at school events throughout the year.
 - c. Spirit Nights (Lindsay Ward)

1. September 26-30 will be Papa Murphy's week. New program gives school 30% on all sales during the week
 2. Keeping Menchie's and Moe's nights and looking into Chipotle
- d. Walk-A-Thon (Michelle Alexander/Robin Bennett)
1. October 14th date with theme "Walk the Wave"
 2. Teacher area will be set up with beach chairs, surfers.
 3. Many prizes including Laser Tag at WISC, Bowling Party, Bounce House, Go Ape, Papa John's pizza party and more to come
 4. Selfie booth on Back to School night to get kids excited
- e. Cultural Arts (Francie Teer)
1. First event of the year is "Be Fit" with Brian Richards in conjunction with Healthy Lifestyles Week on November 3rd
 2. February 16th Theater 4 will be performing "Songs of Mulan" for K-2nd grades
 3. February 21st "Uncle Sam's Comedy Jam" will be performing for 3rd-5th grades
- f. Garden (Heather and Mike Congrove)
1. Transition year as teachers are becoming more involved with the garden
 2. Volunteers are needed for a work day coming up soon
- g. Healthy Lifestyles (Dana Hess)
1. Encouraging healthy choices for students and their families
 2. Healthy Lifestyles week coming up week following Halloween with "Be Fit" program and chef demos
 3. SHIP program will again be helping with farm to school produce and tastings during lunch
 4. Birthday Book club is a great way to celebrate without sweets
 5. Susan Abrahams is the staff teammate
- h. Hospitality (Kelly Hafl/Julie Holstrom)
1. Welcome back luncheon for teachers and staff was last week
 2. Thanks to everyone who was able to help with luncheon
 3. Monthly events are planned throughout the year including teacher lunches, dinners, snacks, etc.
- i. Reflections (Tricia Royle)
1. Theme this year is "What is your Story?"
 2. Students work individually and it starts in Mid-October
 3. Submissions are due in November, results announced in December
 4. Teachers will be contacted to encourage student participation
- j. School Directory (Alisa Smith) - Information sheet will be sent home to families to complete

- k. Treats for Troops (Nicole Krug-Galindo) - Halloween candy will be collected and a local dentist coordinates getting it sent to troops
 - l. Veteran's Day (Karen Quinlan)
 - 1. Friday, November 11th will be the performance
 - 2. PTA coordinates the reception following the performance
- XI. Communication Reports -
- a. Bird's Eye View (Becca Bruhl) - Newsletter has a new look, it will include upcoming events and dates, monthly deadline of 3rd Friday for anything that you want included so that it can be distributed 1st week of the month, working with Tryna to coordinate the newsletter with the website and social media
 - b. PTA Website (Tryna Fitzpatrick) - Nothing to report
- XII. New Business
- a. Standing Rules -
 - 1. Proposed new rules were distributed to board members
 - 2. Some verbiage was changed as is highlighted in the attached document
 - 3. Change to 2 executive board meetings (tonight and in May)
 - 4. Change to 5 general membership meetings to be held 3rd Wednesday of month
 - 5. Discussion of having meetings in conjunction with other family nights to encourage more members to attend
 - 6. Possible "ScreenAgers" movie showing
 - 7. Recommended amending standing rules to read "submit comments to Secretary if requested"
 - 8. Recommended change mileage reimbursement to read "per IRS guidelines"
 - b. Bylaws Committee
 - 1. Bylaws need to be updated by June 2017
 - 2. Jamie Ibrahim will head this committee and will need 2 volunteers to help with this
- XIII. Unfinished Business -
- a. Robin Bennett - discussed the challenge of trying to send one flyer per household last year, recommended sending one for every child this year as it will be less confusing and easier for the teachers' assistants to manage
 - b. Let Andy Jacobs know if you need to get out information via auto calls or email blasts
- XIV. Next Meeting Date - Thursday, September 15th (Ice Cream Social General Membership Meeting)
- Wednesday, October 19th (Board)
- XV. Meeting Adjourned at 8:39